

## **PROFESSIONAL STANDARDS ADMINISTRATOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The employee of this class is responsible for performing administrative work with a minimal degree of supervision. At this level, emphasis is on coordinating accreditation activities and other administrative duties as assigned by the Chief of Police. An employee in this position will be encouraged to make independent judgments and decisions based on analytical and innovative thinking. Performance at this level is measured through conferences, reports, and analysis of the methodology and level of success accomplishing assigned tasks consistent with agency goals and national standards. The Professional Standards Administrator is administratively responsible to the Chief of Police.

### **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive of duties which may be logical assignments to this class.)

Receives assignments and sets work priorities, coordinating them to meet deadlines in order to assure an efficient work flow throughout the agency.

Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation efforts.

Meets regularly with the Chief of Police and key employees to identify needs and report progress on accreditation efforts.

Assists in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with applicable standards.

Provides liaison to the Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA) for all accreditation matters.

Attends CALEA meetings and local accreditation network meetings.

Keeps abreast of all aspects of the accreditation process,

including proposed changes or amendments to the standards, assessing the impact of changes on current policies and procedures of the agency.

Provides accreditation training for agency employees.

Assigns, directs, and coordinates groups of employees to achieve plans of action, recommendations to the Chief of Police, and other activities that meet compliance with applicable accreditation standards.

Drafts new written directives or assigns writing projects to others that achieve accreditation objectives.

Maintains mater and archive files for agency written directives.

Maintains CALEA ISSR files.

Operates the "ASAP" software program, if in use by the agency.

Performs other related and administrative work as assigned by the Chief of Police.

#### **MINIMUM QUALIFICATIONS**

Five years continuous experience with a law enforcement agency.

Must possess a four year college degree, B. A. or B. S.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

May be called upon to perform the Police function as needed by the agency.

#### **OTHER DESIRABLE SKILLS**

Ability to read and understand materials concerning the law enforcement and criminal justice process.

Knowledge of the principles and practices of modern law enforcement operations.

Ability to demonstrate exemplary writing skills.

Ability to work independently and solve problems involving many

variables.

Ability to plan, organize, and train agency employees.

Ability to speak publicly about the accreditation process.

Ability to analyze facts and to exercise sound judgment in arriving at conclusions and recommendations.

Ability to make decisions based upon experience, giving attention to details.

Ability to read and understand a wide range of technical literature.

Ability to deal tactfully, professionally, and effectively with others.

Ability to delegate tasks effectively and accept responsibility for the outcome.

**SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be not less than twenty-one (21) years of age;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.